



Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,
by joining the team that manages Hawaii's Public Housing Properties.*

CHIEF FINANCIAL MANAGEMENT ADVISOR

(\$60,000 - \$75,000)

The Office of the Executive Director is seeking a Chief Financial Management Advisor. The incumbent is responsible for advising the Executive Director on financial direction for all housing programs, management, leadership, and business planning. This position is also responsible for overseeing the compliance and conformance of HPHA to U.S. Housing and Urban Development (HUD) financial and performance standards, statutes, rules and policies, state laws and rules, and other applicable best practice financial standards.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Certified Public Accountant designation is preferred. A valid license to drive in the State of Hawaii, preferred.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, finance, accounting or a related field of study. Comparable work experience may be substituted for the educational requirement, subject to review and acceptance by the Executive Director.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Five (5) years of progressive administrative and/or analytical experience that involved designing and administering budget or financial systems; analyzing economic, financial and auditing data; modeling and forecasting financial information; establishing internal financial or auditing controls; developing or revising of standards, policies, procedures, and techniques; program analysis and evaluation, program planning, program budgeting or any combination of these areas; directing a program that provides staff advice and assistance; giving technical advice and direction to management; and preparing and making oral presentations.

PROPERTY MANAGEMENT & MAINTENANCE SERVICES BRANCH CHIEF

(\$60,000 - \$75,000)

The Hawaii Public Housing Authority (HPHA) is seeking a highly motivated, innovative and qualified individual that welcomes challenges, to be its Property Management and Maintenance Services Branch Chief. The successful candidate will manage statewide federal state properties; develops and/or revises and implements policies and procedures, rules and regulations which govern the operation of housing management programs in compliance with applicable statutes and procedures for program enhancement. In addition, this position will be responsible for the creation and management of partnerships with community organizations, programs to promote economic opportunity and management practices to ensure the viability of our properties.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree in business administration, public administration, social sciences, or closely related field.

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience:

Supervisory Experience: Five (5) years of supervisory experience which includes: 1) planning and directing the work of others; 2) assigning and reviewing their work; 3) advising them of difficult problem areas, and 4) training and development of employees.

Specialized Experience: Five (5) years of progressively responsible experience in the areas of property management, rental assistance housing programs, budgeting, and fiscal/financial management.

PROJECT ENGINEER

(\$65,000 - \$71,000)

The HPHA's Construction Management Branch is seeking a Project Engineer. This incumbent is to ensure that the development of each project, and its design and construction is completed within the timeframes established for each project, and in accordance with federal and/or state mandates. This position will manage, plan, do cost estimates, maintain cost data records, review complex engineering designs, and administer multiple design construction contracts and projects for the HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Registration as a professional architect, landscape architect, or engineer is preferred. A valid license to drive in the State of Hawaii is preferred.

Education: Graduation from an accredited college or university with a Bachelor's degree in Architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Three (3) years experience in the planning, design and construction of projects as a project coordinator, project manager, or contracting officer is preferred.

BUILDING ENGINEER IV

(\$64,980* includes Shortage Category Differential)

The HPHA's Construction Management Branch is seeking a Building Engineer IV. This incumbent is to administer one or more programs and perform contract administration of several major and complex projects for the Corporation's facilities, Statewide. Each program is made up of these projects. Specific State and Federal rules, regulations, and laws which conflict with each other and differ in application from program to program. Rules change with each year and with each administration, and each project has differing physical conditions, compounding the problems. These changes and conflicts require originality, initiative, judgment and adaptation to accomplish the work within the framework of the standard policies and procedures.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: State of Hawaii certificate of registration as a professional engineer. Valid Driver's License, Type 3.

Education: Graduation from an accredited college or university with a Bachelor's degree in Architecture or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience: Total Experience: Five (5) years of progressively responsible experience as described below.

Engineering Experience: One (1) year of progressively responsible professional engineering experience which required the knowledge and application of the basic physical and mathematical sciences and the engineering sciences to the solution of theoretical or practical engineering problems including planning, design and construction of buildings, structures and other facilities. Such experience must demonstrate knowledge to understand concepts of site and building planning, design, construction, inspection, administration and implementation of engineering programs and projects, interpretation of systems operational requirements for improvements and maintenance, and contract administration.

HOUSING CONTRACT SPECIALIST (Construction)

(\$45,576 - \$49,332)

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to secure construction services for the HPHA's Central Offices. The incumbent is responsible to provide agency-wide administration of all contracts and procurement activities specializing in construction contracts; ensuring that the agency is in compliance with all federal and state procurement laws, program requirements, and all rules and regulations in securing construction services, for the HPHA.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from a four year accredited college or university, preferred.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered; e.g. must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience in procuring construction services, preparing and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

ELECTRICIAN I

(\$46,236)

The Hawaii Public Housing Authority is seeking an Electrician I. This incumbent is to repair and maintain a variety of electrical systems, equipment, and fixtures. The position also provides supervision and technical assistance to staff assistance in electrical assignments.

Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Licensure as an electrician in the State of Hawaii. Valid Driver's License, Class 3.

Schedule: Hours and days vary, depending on business needs.

Education: High school graduate or equivalent preferred.

Experience: Four (4) years of work experience in residential and/or commercial structural wiring and in the installation, alteration and repair of electrical equipment, wires and apparatus; or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the electrical trade, including safety procedures and electrical code; the tools equipment and material used in the electrical trade.

Ability to: Use of hand and power tools common to the electrical trade; read and interpret blueprints sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For more information about HPHA, visit our website at www.hpha.hawaii.gov. HPHA is an equal opportunity employer. For consideration, please submit resume to:

Hawaii Public Housing Authority

Attn: Personnel Office

PO Box 17907

1002 N School Street

Honolulu, HI 96817

Email: hphajobs@hawaii.gov

Or Fax: 832-5979